



USAID | INDONESIA

USAID Notice No: 002-2011
PUBLIC HEALTH ASSISTANT, FSN-8

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: PUBLIC HEALTH ASSISTANT, FSN-8

OPENING DATE: January 13, 2011

CLOSING DATE: January 27, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8 (Full Performance Level). Salary generally starts from Rp7,647,392 per month depending on qualifications, experience, and salary history.

The U.S. Agency for International Development/Health Office (HLTH) is seeking an individual for the position of **PUBLIC HEALTH ASSISTANT, FSN-8**, located at Jl. Medan Merdeka Selatan 3-5, Jakarta, Indonesia.

BASIC FUNCTION OF POSITION:

This position serves as a Public Health Monitoring Coordinator for the Health Office. Under the direct supervision of the USAID Office of Health Director or his/her designee, serves as primary officer responsible for monitoring and reporting across the entire health portfolio, including meeting reporting requirements for the Global Health Initiative (GHI), the Health program's program monitoring plan (PMP) and FACTS and/or other Agency database reporting system, as well as supporting the HIV/AIDS team for required reporting for the President's Emergency Plan for AIDS Relief (PEPFAR). This position serves as a key management and administration specialist with an emphasis on monitoring and evaluation activities and will have primary responsibility for the coordination of reporting requirements across the Office of Health and significant responsibility for strategic information components required by the GHI. In addition, this position will be an active member of the maternal/child health technical team, providing program support to that team as well as support for other cross-cutting requirements for the office.



QUALIFICATIONS REQUIRED:

At a minimum, applicant must have the following:

1. Completion of university degree in or a combination of accounting, liberal arts, management, health, business, administration or social science or related field is required.
2. Three years of work experience with progressive responsibility in international development or related program management, preferable in health. Familiarization with health specific reporting requirements strongly preferred.
3. Level III (Good working knowledge) in English and Level IV (Fluent) in Bahasa Indonesia.

SELECTION CRITERIA:

In addition to the above criteria relating to education, experience, and language proficiency, the following criteria will also be used to evaluate applicants:

1. Must have computer skills in Microsoft Office Programs and internet.
2. Must be able to travel outside of Jakarta periodically including as frequently as once a month or every 2 months if required.
3. Must have knowledge of the concepts, principles, techniques and practices of program management skills, including experience managing activities, schedules, and project implementation and monitoring/evaluation.

SUBMIT APPLICATION TO:

USAID Human Resources Office
c/o American Embassy, Jl. Medan Merdeka Selatan 3-5, Jakarta 10110
E-mail: jkthrd@usaid.gov
Fax: 62-21-3860336
DO NOT ATTACH PHOTO



CLOSING DATE FOR THE POSITION: JANUARY 27, 2011

For more vacancies, please visit <http://indonesia.usaid.gov/en/opportunities/jobs/>

Employment Opportunities (USAID) Indonesian Citizens

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, OF-612; or a current resume or curriculum vitae that provides the same information as an OF-612; and
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above); and
3. A cover memo describing how you meet the qualification requirements described above.